Quick Reference Guide for Debtor Attorneys

August 2006

Table of Contents

United States Bankruptcy Court, Eastern District of Michigan

Quick Reference Guide for Debtor Attorneys

August 2006

Section I: Accessing the CM/ECF System

Step 1: Click on CM/ECF hyperlink on the Michigan Eastern Home Page (www.mieb.uscourts.gov).
Step 2: Click on the Eastern District of Michigan - Document Filing System hyperlink.
Step 3: Enter CM/ECF Login and Password on ECF/Pacer Login Screen.

NOTE: The first time a Registered User attempts to view any reports within the CM/ECF system, the PACER Login Screen will appear. Below the PACER Login and Password box will be a check-box prompt asking if you would like to store the login as the default PACER login. By selecting this box, you will only have to log into the CM/ECF system at the start of your session and the PACER login will be automatically entered when you attempt to run reports.

Section II: Filing A New Bankruptcy Case

Step 1: Click on the **Bankruptcy** hyperlink from the CM/ECF Main Menu
Step 2: Click **Open BK Case** from the Bankruptcy Events Menu
Step 3: Select the proper chapter
Step 4: Select **y** or **n** for joint debtor
Step 5: Select **y** or **n** for deficiencies
Step 6: Click **next**
Step 7: Enter information into any or all of the search criteria fields to search for the party and Click **search**
Step 8: If information retrieved in search, verify **all** information is correct before selecting this party. If search results display “no person found”, click **create new party**
Step 9: Enter the debtor information into the appropriate fields
Step 10: Click on **Alias** to enter any akas, dbas, or fkas
Step 11: Once all alias information has been entered, click **Submit**

NOTE: If you have a joint debtor proceed to Step 12. If you do not have a joint debtor proceed to Step 19.

Step 12: If petition is a joint filing, the next screen will prompt you to search for the joint debtor
Step 13: Enter information into any or all of the search criteria fields to search for the joint debtor
Step 14: Select the **copy address** box if the joint debtor has the same address
Step 15: If information retrieved in search, verify all information is correct before selecting this party. If search results display “no person found”, click **create new party**
Step 16: Enter the joint debtor information into the appropriate fields
Step 17: Click on **Alias** to enter any akas, dbas, or fkas

Step 18: Once all alias information has been entered for the joint debtor, click **Submit**
Step 19: Check to make sure case is set to the correct divisional office, click Next
Step 20: Proceed through statistical information and select choices through drop down boxes; click **Next**
Step 21: Enter whether you are filing Complete or Incomplete Schedules
Step 22: Browse to the appropriate location of the PDF document associated with this document, right click and open your document to confirm you are associating the correct document. **Note:** This will launch Adobe Acrobat Reader to display the contents of the imaged document. Once you have verified that the document is correct, close or minimize Adobe and click Open in the file upload box. When the filepath is listed in the filename field, click Next.
Step:23: Indicate whether or not Presumption of Abuse Arises (re: Means Test) click **next**
Step 24: The docket text screen displays; modify as appropriate and click Next.
Step 25: The final submission screen appears; read over your text carefully to verify it is correct. If necessary, use your browser "back" button to find the screen to be modified, or click the Bankruptcy hyperlink to abort and start over. When your text is correct, click Next.
Step 26: After the Notice of Electronic Filing appears, a smaller dialog box will pop up over the main CM/ECF window. This dialog box will list the fee for the document just filed (along with any other fees incurred but not yet paid). The buttons at the bottom of the dialog box offer two choices: Pay Now or Continue Filing. You must choose one of the buttons, **DO NOT** minimize or close the window. If you select “Pay Now,” simply follow the prompts and enter your credit card information. Selecting “Continue Filing” allows you to file multiple documents and make one payment at the end of your CM/ECF session.

Section III: Upload Creditor Matrix

Step 1: Click on the **Bankruptcy** hyperlink
Step 2: Click **Creditor Maintenance**
Step 3: Click **Upload a creditor matrix file**
Step 4: Enter case number and click **next**
Step 5: Browse to locate the txt. File and click **next**
Step 6: The number of creditors entered will appear; verify this is correct and click **submit**
Step 7: You will receive a creditors receipt confirming the case number and how many creditors were loaded

Section IV: Filing Your Fee Disclosure (if not included with the petition)

Step 1: Click the **Bankruptcy** hyperlink
Step 2: Click **Other**
Step 3: Select Disclosure of Compensation of Attorney for Debtor and click **next**
Step 4: Browse to the appropriate location of the PDF document associated with this document, right click and open your document to confirm you are associating the correct document. **Note:** This will launch Adobe Acrobat Reader to display the contents of the imaged document. Once you have verified that the document is correct, close or minimize Adobe and click Open in the file upload box. When the filepath is listed in the filename field, click Next.

Step 5: Select debtor(s), click **next**
Step 6: Verify the docket text is correct and click **next**
Step 7: The Final Submission screen appears; click **next**

Section V: Filing a Motion

Step 1: Click on the Bankruptcy hyperlink.
Step 2: Choose Motions/Applications.
Step 3: Enter the case number and click Next.
Step 4: Highlight the appropriate document title in the document selection screen, click Next.

> **Note**: If filing a multi-part motion highlight the primary part and then hold the control key down while highlighting the secondary part.
>
> **Note**: Your case verification screen appears; the case title is a hyperlink to the docket sheet, should you wish to check it.

Step 5: Select the party who is filing the motion by highlighting their name, click Next.

> **Note:** If your party is not listed, click Add/Create New Party, enter in your search criteria to search the database, and if the party's name appears in the drop down list, highlight it and click Select name from list. If your party does not appear in drop down list, you click “Add New Party” button and complete the demographic information for that party, making sure to identify that party’s appropriate role from the drop down menu.

Step 6: **Add/Create New Party Entries Only** : The Attorney/Party Association Screen will appear if you have just Added/Created a new party. Check the box associating you with the client you have just entered, click Next.
Step 7: Browse to the appropriate location of the PDF document associated with this motion, right click and open your document to confirm you are associating the correct document.

> **Note:** This will launch Adobe Acrobat Reader to display the contents of the imaged document. Once you have verified that the document is correct, close or minimize Adobe and click Open in the file upload box. When the filepath is listed in the filename field, click Next.

Step 8: The docket text screen displays; modify as appropriate and click Next.
Step 9: The final submission screen appears; read over your text carefully to verify it is correct. If necessary, use your browser "back" button to find the screen to be modified, or click the Bankruptcy hyperlink to abort and start over. When your text is correct, click Next.
Step 10: If this is a pleading which requires a fee, a smaller dialog box will pop up over the main CM/ECF window after the Notice of Electronic Filing appears. This dialog box will list the fee for the document just filed (along with any other fees incurred but not yet paid). The buttons at the bottom of the dialog box offer two choices: Pay Now or Continue Filing. You must choose one of the buttons, **DO NOT** minimize or close the window. If you select “Pay Now,” simply follow the prompts and enter your credit card information. Selecting “Continue Filing” allows you to file multiple documents and make one payment at the end of your CM/ECF session.

Section VI: Filing Other Documents

Step 1: Click on the Bankruptcy hyperlink.
Step 2: Choose **Other**
Step 3: Enter the case number and click Next.
Step 4: Highlight the appropriate document title in the document selection screen, click Next.
Note: Your case verification screen appears; the case title is a hyperlink to the docket sheet, should you wish to check it.
Step 5: Select the party who is filing the document by highlighting their name, click Next.
Note: If your party is not listed, click Add/Create New Party, enter in your search criteria to search the database, and if the party's name appears in the drop down list, highlight it and click Select name from list. If your party does not appear in drop down list, you click “Add New Party” button and complete the demographic information for that party, making sure to identify that party’s appropriate role from the drop down menu.
Step 6: **Add/Create New Party Entries Only** : The Attorney/Party Association Screen will appear if you have just Added/Created a new party. Check the box associating you with the client you have just entered, click Next.
Step 7: Browse to the appropriate location of the PDF document associated with this document, right click and open your document to confirm you are associating the correct document.
Note: This will launch Adobe Acrobat Reader to display the contents of the imaged document. Once you have verified that the document is correct, close or minimize Adobe and click Open in the file upload box. When the filepath is listed in the filename field, click Next.
Step 8: The docket text screen displays; modify as appropriate and click Next.
Step 9: The final submission screen appears; read over your text carefully to verify it is correct. If necessary, use your browser "back" button to find the screen to be modified, or click the Bankruptcy hyperlink to abort and start over. When your text is correct, click Next.
Step 10: If this is a pleading which requires a fee, a smaller dialog box will pop up over the main CM/ECF window after the Notice of Electronic Filing appears. This dialog box will list the fee for the document just filed (along with any other fees incurred but not yet paid). The buttons at the bottom of the dialog box offer two choices: Pay Now or Continue Filing. You must choose one of the buttons, **DO NOT** minimize or close the window. If you select “Pay Now,” simply follow the prompts and enter your credit card information. Selecting “Continue Filing” allows you to file multiple documents and make one payment at the end of your CM/ECF session.

Section VII: Running Reports

Cases Report

Step 1: Click on the Reports hyperlink on CM/ECF Main Menu.
Step 2: Click on Cases Report.
Step 3: Define limiting criteria for report by clicking on drop-down menus for Judge, Office, Case Type, Trustee, Chapter, Category and/or Event.
Step 4: Type the date range in Date Entered fields to limit the report to a specific time period.
Step 5: Click on drop-down menu(s) to select sorting method for report. Users are able to sort the report by two limiting factors to tailor the report to their individual needs.
Step 6: Click on the Run Report button.

Docket Report
Step 1: Click on the Reports hyperlink on CM/ECF Main Menu.
Step 2: Click on Docket Report.
Step 3: Enter the case number for the docket report you wish to run.
Step 4: Click on the Run Report button.

Claims Registers
Step 1: Click on the Reports hyperlink on CM/ECF Main Menu.
Step 2: Click on Claims Register.
Step 3: Enter the case number for the claims register you wish to run.
Step 4: Click on the Run Report button.
Step 5: The Search Results Screen will display. Ensure that the radio button for "Claims Register" is selected, click Next.

Section VIII: Queries

Finding a Case Number/Case Information with Debtors Last Name
Step 1: Click on the Query hyperlink on CM/ECF Main Menu.
Step 2: Type in Debtor's/Party's Last Name
Step 3: Click on Run Query button
Step 4: Select the appropriate party from the list of parties provided
Note: This will bring you to the Query Screen specific to the case you have selected.
Selecting the Query that best suits your needs:

- Alias - Lists all parties in a case with aliases.
- Associated Cases - Lists all cases associated with the case number you have queried (adversaries, etc.)
- Attorney - Lists all attorneys who have appeared in the case.
- Case Summary - Provides a snap-shot summary of case.
- Creditor - Provides listing of selected creditor types (Administrative, 20 Largest, etc.).
- Deadlines/Schedules - Shows all pending, due, set, terminated and satisfied deadlines for the case.
- Docket Report - Shows the docket report for the case
- Filers - Shows all of the parties in the case that have filed documents, party name is a hyperlink to the documents they have filed
- History/Documents - Shows the events that were docketed with Filed and Entered dates.
- Notice of Bankruptcy Case Filing - Printable document for notification of bankruptcy case filing.
- Party - Provides a listing of all of the parties to a case and attorney representation for each
- Related Transactions - Provides a listing of all docket transactions and the previous/subsequent actions to which they relate.
- Status - Shows the current case status.
- Trustee - Shows the Trustee assigned to the case.
- Claims Register - Shows the claims register for the case
- Mailing Matrix by Case - Allows easy access to a customizable mailing matrix for the case. Prints in 3 column format.

Section IX: Obtaining a Creditor Mailing Matrix

Step 1: Click on the Reports or Query hyperlink on the CM/ECF Main Menu

Step 2: Select **Mailing Matrix By Case**

Step 3: Enter the case number; click **next** to generate the matrix